



METROPOLITAN
TRANSPORTATION
COMMISSION

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Adrienne J. Tissier, Chair
San Mateo County

Amy Rein Worth, Vice Chair
Cities of Contra Costa County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

Dave Cortese
Santa Clara County

Bill Dodd
Napa County and Cities

Dorene M. Giacopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Mark Green
Association of Bay Area Governments

Scott Haggerty
Alameda County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sam Liccardo
Cities of Santa Clara County

Jake Mackenzie
Sonoma County and Cities

Kevin Mullin
Cities of San Mateo County

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Sperring
Solano County and Cities

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

October 12, 2011
MINUTES

Attendance

Chair Cortese called the meeting to order at approximately 10:42 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Campos, Dodd, Glover, Kinsey and Sartipi. Commissioners Tissier and Rein-Worth were present as Ex-Officio voting members. Other Commissioners present as ad hoc members of the Committee were: Azumbrado, Giacopini, Green, Haggerty, Mackenzie, Mullin and Sperring.

Item 2: Consent Calendar: Upon the motion of Commissioner Worth and second by Commissioner Bates, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of September 14, 2011.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of August: Report of Operating Income for FY 2011-12 as of August 2011; Report of Operating Expenditures for FY 2011-12 as of August 2011; Report of Capital Projects for FY 2011-12 as of August 2011; Report of Clipper[®] Enterprise Projects as of August 2011; FY 2011-12 Contract Services Disbursement Report for August 2011. For the months of July and August 2011, the monthly financial report listed seven (7) contracts executed by the Executive Director in the amount of \$100,000 and under, and seventy-one (71) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrance salaries and benefits through August 2011.

Item 2c: Investment Report

The Committee received the Investment Reports for the month of August 2011.

Item 2d: Contract Amendment – On-call Public-Private Partnership Legal Services: Nossaman LLP

The Committee authorized the Executive Director or his designated representative to negotiate and enter into a contract amendment with Nossaman LLP to provide continued legal assistance in connection with MTC's application to the California Transportation Commission ("CTC") for authority to develop and operate a Regional Express Lane Network pursuant to Streets & Highways ("S&H") Code Section 149.7. The Chief Financial Officer was authorized to set aside funds in an amount not to exceed \$50,000.

Item 2e: Contract Amendment: On-Call Smart Growth Technical Assistance:

- Eisen Letunic
- Design Community & Environment
- EDAW AECOM
- Dyett & Bhatia

The Committee authorized the Executive Director or his designee to negotiate and enter into contract amendments with Eisen Letunic, Design Community & Environment, EDAW AECOM and Dyett & Bhatia to provide on-call smart growth technical assistance and the Chief Financial Officer was directed to set aside funds up to \$400,000 for such amendments. This authorization constitutes a contract allotment, as permitted by MTC Resolution 3619, allowing the Executive Director or his designee to enter into contract amendments in any amount up to \$400,000.

Item 3: Audit Committee

Staff recommended that the Committee select up to three Commissioners to conduct the exit conference between MTC's outside auditors and Commissioners. MTC General Counsel noted this would be a one-time committee with no continuing jurisdiction. Upon the motion by Commissioner Kinsey and second by Vice Chair Rein Worth, it was agreed that this Committee will include the Commission Chair, Chair of the Administration Committee and Chair the BATA Oversight Committee. Motion approved unanimously.

Item 4: Contract Amendment: Legislative Representation in Sacramento, CA: Carter, Wetch and Associates

Upon the motion of Commission Chair Tissier and second by Commissioner Kinsey, the Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Carter, Wetch and Associates to provide legislative advocacy services in Sacramento for a two-year period from November 1, 2011 through October 31, 2012 in FY 2011-12 and FY 2012-13 and the Chief Financial Officer was directed to set aside funds for such amendment, subject to necessary budget approvals. Motion passed unanimously.

Item 5: Contract Amendment: Legislative Representative in Washington, DC: Government Relations, Inc. – Thomas J. Bulger

Upon the motion of Commission Chair Tissier and second by Commissioner Kinsey, the Committee authorized the Executive Director or his designee to negotiate and enter into a

**Item 5: Contract Amendment: Legislative Representative in Washington, DC:
Government Relations, Inc. – Thomas J. Bulger** (continued)

contract amendment with Government Relations, Inc. for the legislative consultant services of Thomas J. Bulger through October 13, 2013. The Chief Financial Officer was directed to set aside funds in the amount in the maximum amount of \$526,200 for such amendment, subject to approval of future agency budgets. Motion passed unanimously.

Item 6: Other Business/Public Comment/Adjourn

There being no further business or public comment, the meeting was adjourned at approximately 10:50 a.m. The next Committee meeting date will be on November 9, 2011 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

